



# VIRGINIA DEPARTMENT OF FIRE PROGRAMS

## OFFICER II 1021-2003 EDITION

### COURSE ADMINISTRATIVE GUIDELINES

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#### I. Terminology:

- A. Officer II Candidate** - *A registered student in the Virginia Department of Fire Programs' Officer II certification program who meets all pre-course requirements and is currently in the process of the following: the successful completion of 32 hours of classroom instruction and 8 homework assignments; the successful completion of 2 modular written tests*
- B. Officer II Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Officer II, NFPA 1021 "Professional Qualifications for Fire Officers", and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*
- C. Officer II Evaluator** - *A qualified Officer II Trainer (Officer II) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Officer II program.*
- D. Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Officer II certification program.*
- E. Officer II Certification Course** - *A Virginia Department of Fire Programs' certification training program designed to meet the NFPA 1021 "Professional Qualifications for Fire Officers", and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ) and/or the International Fire Service Accreditation Congress (IFSAC).*

#### II. Officer II Trainer Qualifications and Requirements:

##### A. Pre-Course Qualifications:

- 1. 5 years experience at the Company Officer level with primary responsibility as a supervisor, a certified Instructor II, with Officer II, or validated and approved by the appropriate Division Chief.
- 2. Documented experience as an Instructor I or higher, supported by a letter of reference from the candidate's VDFP Division Chief.

##### B. Course Completion Requirements (Recognition as an Officer II "Officer II Trainer"):

- 1. New Officer II trainers - Successful completion of the Officer II "Officer II Trainer" training program with an additional 16 hours of required Field Instruction, which includes:
  - a. *Serving as an assistant instructor during the delivery of an Officer II certification training program*

- b. Successful completion of an Instructor 1, 2, or 3/4 "Update" training program after July 1, 2004.*
  - c. Receive a satisfactory evaluation prepared by the Program Manager, a member of the Officer II Review Committee, Division Chief or lead instructor.*
- 2. Current Officer II trainers-successful completion of the Officer II "Officer II Trainer" training program.

**C. Maintaining Officer II Trainer Status**

- 1. Officer II Trainers shall conduct, assist, and/or monitor 16-hours of an approved Officer track Certification training program within a 24 month period
  - a. Officer II Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their Division Chief and successfully complete an Officer II "Train-the-Trainer".*

**D. Quality Assurance**

- 1. The Division Chief assigned to Program Management of the Officer Certification programs will be responsible for ensuring the quality of instructional cadre within the Virginia Department of Fire Programs delivery system.
- 2. The Program Manager/Division Chief has the authority to assign qualified Instructor Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.
  - a. When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre (I.E. poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test indicators.)*
  - b. When an evaluation and/or assessment is required by program administrative guidelines or VDFP Policy/Procedure, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee/Division Chief.
    - 1. Respective Division Chiefs may/may not be notified of evaluations/assessments.*
    - 2. Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.**
  - c. The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.*

### III. Officer II Candidate Pre-Course Qualifications and Requirements:

#### A. Pre-Course Qualifications and Requirements for Officer II Candidates

1. Current Instructor I & Officer I certification which meets/exceeds one or more of the following accreditations:

Virginia Department of Fire Programs (VDFP)  
National Board on Fire Service Professional Qualification (NBFSPQ)  
International Fire Service Accreditation Congress (IFSAC)

**- AND -**

Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Operations training certificate which meets or exceeds one or more of the following:

- a. *Virginia Department of Fire Programs training in Hazardous Materials Operations*
- b. *Virginia Department of Emergency Management as a Hazardous Materials Technician -OR- Specialist*

**AND**

*Be NIMS Compliant by Completing IS 700, IS 800, IS 100, IS 200 or equivalent*

#### B. Course Completion Requirements for Officer II Candidates

1. Officer II Candidates are required to attend 100% of classroom sessions to meet all of the standards set forth in the VDFP Instructors Manual.
  - a. *Missed sessions or portions thereof, (up to 10% of the program) must be made up as the entire session within another Officer II certification course. All sessions within the Officer II certification course must be taken in sequence.*
2. Officer II Candidates are required to satisfactorily complete assigned homework as identified in the course curriculum, and by the Officer II Trainer.
  - a. *Officer II Candidates shall present a typed, legible copy of all assignments to the Officer II Trainer on the date provided by the Officer II trainer.*
  - b. *Memos and letters must be addressed to the course lead instructor and have the assignment # in the subject or reference line.*
  - c. *Homework shall be completed individually*

## IV. Course Curriculum and Delivery

### A. Course Curriculum

1. Classroom instruction course shall be comprised two modules and not to exceed 32 hours.

### B. Course Delivery

1. Classroom instruction requires one (1) qualified instructor to deliver the training program. (The VDFP Officer II Review Committee recommends one (1) qualified instructor during a consecutive 8-hour block.) Class size is not to exceed 24 students.
2. At the discretion of the Division Chief subject matter experts can be used in lieu of, but under the supervision of an Officer II Trainer.
3. Each instructor will be allowed up to one hour pay per student for grading homework

### C. Student Load/Registration

1. Maximum number of students for the Virginia Department of Fire Programs' Officer II Certification Course is not to exceed 24 Officer Candidates, per VDFP Instructor Manual.

## V. Course Completion Requirements

### A. Officer II Trainer Course Completion Requirements

1. Officer II Trainers are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of class. (as stated in the VDFP Instructor's Manual):

**Course Request/Completion Form** - *Completed form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request and online.)*

**Daily Attendance Sheet** - *For each day of attendance, with columns for the students printed name, student's signature, am/pm, and Officer II Trainer's Initials. (This form is available from the Program Manager upon request and online.)*

**Standard Roll Call Form** - *Maintained and completed by the Officer II Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Standard Roll Call Form for that day's attendance. (This form is available from the Program Manager upon request and online.)*

<b>Data Forms -</b>	<i>Appropriately completed Registration (green) and Personal Data (green, reverse side of Registration form), and Written Test/Course Completion (blue) “bubble” forms. All submitted forms must be reviewed by Officer II Trainer for accuracy and completeness. Errors on forms will be returned to the Officer II Trainer for correction. (Forms available from local Division Office)</i>
<b>Class Homework Form</b>	<i>Will be turned in reflecting the individual candidates. (This form is available in the instructor package or from the Program Manager upon request and online.)</i>
<b>Course Critique Form -</b>	<i>VDFP Course Critique forms are to be completed by Officer Candidates critiquing the Officer II Trainer/Course performance. Forms are to be distributed to all candidates on the first day of the course. Officer II Trainers are to instruct candidates to use the forms throughout the training program and submit them on the last day of the course.</i>

## **B. Officer II Candidate Course Completion Requirements**

1. 100% attendance of classroom sessions as stipulated by the Virginia Department of Fire Programs Instructor Manual.
2. Successful completion of the two module tests and successful completion of all homework assignments. **(Note: Homework is intended to be individual projects.)**
3. When all conditions of certification have been met by the Officer II Candidate, VDFP will issue a certificate of certification, enter the new Officer II certification in the VDFP Fire Service Training Record System (FSTRS), and forward the certification information to the National Board on Fire Service Professional Qualifications (NBFSPQ, “Pro Board”).

## **VI. Material Requirements**

### **A. Officer II Trainer Materials**

1. VDFP Approved Course Administration and Instruction Guide
2. IFSTA “Fire and Emergency Services Company Officer ” 4<sup>th</sup> Edition Curriculum CD-ROM
3. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office

B. Officer II Candidate Materials

1. IFSTA “Fire and Emergency Services Company Officer ” 4<sup>th</sup> Edition
2. IFSTA “Fire and Emergency Services Company Officer” 4<sup>th</sup> Edition” Study Guide (Optional).
3. VDFP Approved Fire Officer II program Student Package

## VII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Program’s Officer II training program consists of 32 hours of classroom instruction and 8 homework assignments.
2. To ensure the Officer candidate meets the Virginia Department of Fire Programs, National Fire Protection Association’s 1021, “Professional Qualifications for Fire Officers”, and the National Board on Fire Service Professional Qualifications, candidates must successfully complete a written test following each module of classroom training with a **70% score**.

B. Course Curriculum

**ORIENTATION**

Course Registration

2 Hours

Candidate registration

*Daily Attendance Sheet*

*Registration, Personal Data, Written Test/Course Completion “bubble” forms*

*Candidate informed of course materials (registration letter forwarded 2-weeks prior to the start date of the program.*

*Schedule*

*Required text IFSTA “Fire and Emergency Services Company Officer” 4<sup>th</sup> Edition*

Course overview

*Pre-Course requirements for all students*

*Program Content (Chapters 22-32)*

*Homework assignments*

*Two Modular Tests*

*Schedule*

*Completion Criteria*

*Questions/Answers*

## **Schedule**

This program is designed for delivery over a four (4) week time frame. The Virginia Department of Fire Programs must approve all schedules prior to delivery. The Officer II certification course has been designed to allow candidates the best opportunity to learn and demonstrate skills. The model schedule has been reviewed and approved by the Officer II Review Committee as the best method to allow candidates preparation time for class assignments and to absorb the large amount of information within the training program.

Officer II Trainers and/or Organizations requesting to deviate from the Officer II schedule model must submit their proposed schedules to their Division Chief for approval. An answer will be returned to the requestor by the Division Chief within 5 business days following the receipt of the request.

### **Module I**

Session 1	Chapter	Orientation & 22
Session 2	Chapter	25 & 31
Session 3	Chapter	26 & 27
Session 4	Chapter	32 & Module I test

### **Module II**

Session 5	Chapter	28
Session 6	Chapter	29
Session 7	Chapter	30
Session 8	Chapter	23 & 24 & Module II test

**Sample Schedule below**  
**Virginia Department of Fire Programs**  
**Officer II Certification Course Schedule and Reading Assignment(s)**

**Required items:**

Officer II Candidate Package (VDFP Bookstore)

IFSTA Fire and Emergency Services Company Officer Textbook 4<sup>th</sup> Ed. (VDFP Bookstore)

Proof of Identity/Age (Picture Id with Birth Date)

**Note: 100% attendance required**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Sessions #</b>	<b>Instructor</b>	<b>Reading Assignment</b>
		4 hrs	<u>Session 1</u>		Course expectations & assignments (2 hrs) Chapter 22 (2 hrs)
		4 hrs	<u>Session 2</u>		Chapter 25 (2 hrs) Chapter 31 (2 hrs)
		4 hrs	<u>Session 3</u>		Chapter 26 (2 hrs) Chapter 27 (2 hrs)
		4 hrs	<u>Session 4</u>		Chapter 32 (3 hrs) Module I test (1 hr)
		4 hrs	<u>Session 5</u>		Chapter 28 (4 hrs)
		4 hrs	<u>Session 6</u>		Chapter 29 (4 hrs)
		4 hrs	<u>Session 7</u>		Chapter 30 (4 hrs)
		4 hrs	<u>Session 8</u>		Chapter 23 (1.5 hrs) Chapter 24 (1.5 hrs) & Module II test (1 hr)



## **VIII. Candidate Module Tests and Homework Assignments**

### **A. Module Test**

1. Candidates failing to receive a minimum score of **70%** on a module test will be allowed to retest one time. Retests will not be permitted earlier than 10 calendar days from the original test date, and no later than 90 calendar days following the notification of test failure. Candidates failing to retest within the specified time or successfully completing the retest, will be required to retake the entire module again.
2. The Test Supervisor is to leave the written test materials sealed until time of test, and then reseal and return to the Division Office within ten (10) days of the completion of testing. All tests will be computer graded in the VDFP Division Office with results being mailed to the appropriate recipients.

### **B. Officer II Candidate Homework Assignments:**

1. Officer II Trainers will use the “Officer II “roll call sheet” to track Officer II candidate assignment.
2. Homework not turned in by the last day of the class will be sent to the appropriate Division office.
3. Candidate’s failing to successfully complete the Homework Assignments within 90 days will be required to retake the entire module of the Officer II certification course. (No exceptions!)

## **IX. Course Completion Requirements**

### **A. Documentation / Course Completion**

1. The following forms and documents are required to be turned in to the appropriate division offices within 10 workings days following the final day of the Officer II training Program by the Lead instructor:

Training Request/Completion Form (Section “B” completed)

Daily Attendance Sheet for each session

Course Roster/Attendance Record (Maintained & completed by the lead instructor)

Registration, Personal Data, and Written Test/Course Completion forms

Officer II Training “Make-Up” Forms (if applicable)

Course Critique Form (From each Officer II Candidate AND Officer II Trainer participating in the training program)

Any/All AV and Training Materials loaned to instructor(s)

2. Any questions regarding Officer II Trainer qualifications, Officer II curriculum, Officer II Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Officer Certification Program’s Manager. Consult the VDFP’s Instructor Manual (Current Edition) for names, addresses, and contact numbers for division offices.



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### COURSE ADMINISTRATIVE GUIDELINES

The Officer II Review Committee has reviewed the Guidelines for the Officer II Certification program identified in the previous pages. All undersigned have agreed to its presentation.

#### **Committee Acceptance:**

Mike Armstrong

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Signature

\_\_\_\_\_  
Date

Ronald D. Collins

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sean M. Polster

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Carson Holloway

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Kevin T. Stiles

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **VDFP Representatives:**

\_\_\_\_\_  
Branch Chief of Training and Operations  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief, Curriculum Development  
Printed Name

Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chief / Program Manager  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date